

Message Text

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ORIGIN SS-15

INFO OCT-01 ARA-10 ISO-00 SSO-00 CCO-00 NSCE-00 OPR-02
A-01 OC-06 CPR-01 SY-05 NSC-05 PRS-01 /047 R

DRAFTED BY S/S-S:RMDeming:SD
APPROVED BY S;PTARNOFF
S/S-S:LJREDDY
S:DSPIEGEL
S/S-EX:HGRANT

-----080915Z 109262 /21

R 080143Z JUN 77
FM SECSTATE WASHDC
TO AMEMBASSY PORT OF SPAIN

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E.O. 11652:N/A

TAGS: OVIP (VANCE, CYRUS) TD

SUBJECT: SECRETARY'S VISIT TO TRINIDAD - TOBAGO:
SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) IS RESPONSIBLE FOR THE PREPARATION OF THE SECRETARY'S SCHEDULE, BRIEFING MATERIAL FOR HIS USE, AND THE COORDINATION OF THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY. S/S WILL ASSIGN NOTETAKERS AND SUPERVISE MEMCONS OF ALL MEETINGS INVOLVING THE SECRETARY.

2. S/S ADVANCE: S/S OFFICER RICHARD PETERSON AND S/S SECRETARIAL ASSISTANT JOAN DONAHUE WILL ARRIVE TRINIDAD ON OR ABOUT JUNE 9. THEY WILL BRIEF THE EMBASSY AND REVIEW
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ALL REQUIREMENTS BEFORE DEPARTING FOR GRENADA ON OR ABOUT JUNE 11. SPECIFIC FLIGHT TIMES AND DATES OF THE ADVANCE TEAM'S TRAVEL TO AND FROM PORT OF SPAIN FORTHCOMING SEPTTEL. THE ADVANCE TEAM, ACCOMPANIED BY THE S/S PLANE TEAM OF RUST DEMING AND SHELLY DIONNE, WILL RETURN TO PORT OF SPAIN ABOARD THE SECRETARY'S AIRCRAFT ON JUNE 16.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN

S/S LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO S/S. THIS MUST BE A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE POST AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO POST PREPARATIONS FOR THE VISIT (INCLUDING ALL SCHEDULE/SCENARIO DETAILS) AND PREPARED TO BRIEF THE S/S TEAM UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER TO THE SECRETARY.

4. SECRETARIAL AND COURIER SUPPORT: S/S ADVANCE TEAM WILL DISCUSS WITH EMBASSY PRECISE REQUIREMENTS, BUT POST SHOULD BE PREPARED TO PROVIDE TWENTY-FOUR HOUR COVERAGE WITH TWO SECRETARIES AND TWO COURIERS PER SHIFT.

5. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400. THIS SERVICE SHOULD START AT 0600 JUNE 16. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

--REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S.
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EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

--ON SECRETARY'S COPY ONLY (ITSELF A PHOTO COPY OF THE ORIGINAL), ATTACH A ONE- OR TW-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTE-PAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

--INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES OF THE LEADING ENGLISH LANGUAGE DAILIES SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E. TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

6. LOCATION OF S/S OFFICE: CONCERNING QUESTION RAISED
PARA 7 OF PORT OF SPAIN 1545, WE WOULD PREFER S/S ADVANCE
TEAM TO DETERMINE BEST LOCATION FOR S/S OFFICE, BUT
EMBASSY SHOULD RESERVE HOTEL SPACE FOR THIS PURPOSE.
VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 08-Jun-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE131677
Document Source: CORE
Document Unique ID: 00
Drafter: S:RMDEMING:SD
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770203-1258
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770677/aaaacpvp.tel
Line Count: 122
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
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Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
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Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 31-Mar-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2226828
Secure: OPEN
Status: NATIVE
Subject: SECRETARY'S VISIT TO TRINIDAD - TOBAGO: SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, TD, (VANCE, CYRUS)
To: PORT OF SPAIN
Type: TE
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